



Position Title: Empowerment Program Assistant
Supervisor: Empowerment Lead
Job Status: Part-time, non-exempt, temporary position for FY 23/24 school year
Salary: \$16.00 an hour
Hours: 20 hours a week

Who WE are

- We are a non-profit organization established in 1978, located in downtown Des Moines, IA.
- We offer free Empowerment, Young Moms, and Counseling services that support, educate and advocate for over 1,500 participants ages 10-24 every year.
- We work every day to fulfill our mission to empower participants to be strong, self-confident and resilient.
- We are a diverse, passionate group of staff who value the importance of intersectional feminism, advocacy, trauma responsiveness, community, equity and accessibility.
- We believe in supporting the physical, mental and emotional health of our team through internal practices and benefits reflective of the type of employment we hope for the participants we serve.

Who YOU are

- You are a strong believer that all girls and young women should be empowered to be strong, self-confident and resilient.
- You are someone who cares about positive client and community relations. You build strong relationships, and you deliver effective client and community-centric solutions.
- You are an impeccable decision maker. Your decisions are timely, and they'll help the organization move forward.
- You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
- Your interpersonal skills are on point. You easily relate openly and comfortably with very diverse groups of people.
- You are resilient, rebounding from setbacks and adversity with both poise and ease.
- You are resourceful. You know how to secure and deploy resources both effectively and efficiently.
- You are trustworthy. You gain confidence and the trust of others through integrity and forthright honesty.



What WE need YOU to do for us

We need you to fill the role of Empowerment Program Assistant. This is a PART-TIME, TEMPORARY SCHOOL YEAR 23/24, NON-EXEMPT position. You will wow us by masterfully performing the following key duties and responsibilities:

- Facilitate YWRC's Empowerment programming, utilizing an established curriculum (Girls Circle) within the schools, community and YWRC.
- Assist with participate events throughout the school year.
- Facilitate empowerment workshop (spring break).
- Potential to facilitate culturally specific after school groups (Black girl magic, Mariposa and/or LGBTQ+/Pride groups)
- Manage and lead groups averaging 10-15 girls.
- Implement crisis management and de-escalation skills as needed.
- Collect necessary paperwork from participants and enter into YWRC database in timely manner.
- Collaborate with co-workers in a positive manner by instilling trust with others and ensuring personal accountability.
- Demonstrate creativity and energetic ideas for curriculum facilitation.
- Assist with administration tasks as needed; prepping for groups, setting up snack, running program related errands, etc.
- Represent YWRC positively within the community.

To be successful in this role, WE'LL need YOU to

- Possess a Bachelors Degree in human service field or equivalent work experience of 2 years or more.
- One or more years of experience working with a diverse population of youth and implementing youth services.
- Experience in group facilitation.
- Exceptional interpersonal, communication and relationship building skills.
- Professional verbal and written communication.
- Knowledge of trauma informed care
- Strong organizational skills.
- Effective solution-focused problem-solving skills.
- Demonstrated ability to be adaptable to change and match shifting demands of different situations.
- Pass all required criminal history background checks.
- Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy.
- Valid driver's license, automobile insurance, and access to personal vehicle.

How WE'LL make it worth YOUR while

- We will pay you an annual salary of \$16.00 an hour.



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- We will give you a pro-rated amount of PTO
- We'll pay you for our nine agency holidays if they fall on days that you will be working.
- We understand that you have commitments outside of the workplace, and we will do our very best to offer you flexibility in your work schedule. This includes time off to practice civic engagement and vote in all local, state and national elections.
- We will provide you with an amazing work environment where you will get to make a difference every day.

The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English

